

Job Description

Graduate Research Assistant/Project Coordinator for the Leaps and Bounds Program: A Kindergarten Readiness Program (for children ages 3-5 years)

Duties and Responsibilities:

Under the direction of Marilyn LaCount, Office of Youth Preparation, and Dr. Billie Enz, Department of Early Childhood Education, coordinate the Leaps and Bounds Program and perform research activities including data collection, database development, maintenance, and analysis, and evaluation for research project.

Program Coordination:

The program coordinator is responsible for the design and management of the Leaps and Bounds Program, including training and supervision of Teaching Facilitators and Student Interns. Program coordinator serves as Internship course Instructor and is responsible for designing course materials and syllabus. Responsibilities also include the design and organization of program materials including; program description, program curriculum, lesson plans, parent and facilitator guides, strategic plan for the next 2 to 3 years, and performance evaluations. Program Coordinator is responsible for obtaining all program supplies and materials and is responsible for coordinating the Train-the-Trainer Workshop each year. The program coordinator maintains positive relationships with staff members, parents and families. Acts as liaison with ASU and school sites' personnel.

Research Coordination:

Responsibilities also include database design and development (using SPSS), data collection, data entry, and supervision of research assistants. Designs and updates consent form, surveys, and follow-up forms as necessary. Conducts one-month follow-up interviews on a sample of the program's population. Also conducts complex research work and independently reviews professional literature to design appropriate research methodologies, techniques, and procedures. Co-authors or authors research papers and manuscripts for publication and presents them at conferences and workshops. Performs complex statistical analyses, which include selecting appropriate analysis procedure and producing written reports as necessary.

Program coordinator performs all of the above responsibilities in conjunction with the Leaps and Bounds Program Committee.

Qualifications:

Education: Bachelor's degree. Prefer advanced degree (i.e., Master's degree or Ph.D. student).

Experience: Education, research, or related.

Special Qualifications:

- Possess excellent communication skills; both written and verbal communication to be used to enhance the image of the department.
- Experience with curriculum design and management.
- Supervisory experience of several staff members.
- Punctuality, conscientiousness and strong personal commitment to achieving required results are highly desirable characteristics;

Degree of Supervision: Must work independently, under the direction of Marilyn LaCount, Office of Youth Preparation, and Dr. Billie Enz, Department of Early Childhood Education.